PURPOSE
To establish consistent standards for meal breaks and rest periods for support staff employees.

APPLICABILITY
All support staff employees and unit supervisors of support staff

SOURCES AND BACKGROUND
State of Illinois Statutes
University of Illinois Policy and Rules
Collective Bargaining Agreements

POLICY
Supervisors may authorize rest periods appropriate to the needs of the operations and the employees involved, but such rest periods may not be cumulative, made the basis for a late starting or an early quitting time, or used to extend regularly scheduled lunch periods. A rest period will not exceed 15 minutes and will not be provided to an employee scheduled for less than one-half day of work.

Each employee expected to work seven and one-half continuous hours or longer shall be permitted at least 30 minutes (unpaid) for a meal period that begins no later than five hours after the start of the work period. Negotiated agreements may have different provisions. For example, the SEIU #73 clerical bargaining agreement states "subject to operational necessity and whenever practicable, the supervisor will give two rest periods not to exceed 15 minutes each for each full-time shift." It also states "Part time employees may receive rest periods on a pro-rata basis."

PROCEDURES

RESPONSIBILITY

1. Unit Supervisor

2. Employees

ACTION

Authorizes rest periods and meal breaks appropriate to operational necessity and the employees involved.

Take meal breaks and rest periods, operations permitting, at the established times mutually agreed to.